Integrated System Access Roles

Role ID	Group	Description	Authorized Function	Database Access Rights
GEN01	All Users	General Access Group to allow minimal **read only access** to the system wide broadcast bulletins.	DMH Main Page	Read
CLN01	DMH Directly-Operated; Legal Entity Contractors DHS FFS-Inpatient	Access Group assigned to users designated to allow access to **medication management web services**.	Maintain Medication	Create Read Update
CLN01R	DMH Directly-Operated; Legal Entity Contractors DHS FFS-Inpatient	Access Group assigned to users designated to allow access to **medication management web services**.	Maintain Medication	Read
CLN02	DMH Directly-Operated; Legal Entity Contractors DHS FFS-Inpatient	Access Group assigned to users designated to complete **clinically necessitated functions** in the system, but does not include medication management.	Authorize for Services Client Eligibility Enroll Client Maintain Episodes Provide Service Maintain Clinical Notes Maintain Encounter Maintain Client Maintain Client Assessment Maintain RX Card Provide Group Therapy	Create Read Update
CLN02R	DMH Directly-Operated; Legal Entity Contractors DHS	Access Group assigned to users designated to complete **clinically necessitated functions** in the system, but does not include medication management.	Authorize for Services Client Eligibility Enroll Client Maintain Episodes Provide Service Maintain Clinical Notes Maintain Encounter Maintain Client Maintain Client Assessment Provide Group Therapy	Read
ADM01	FFS2 Providers	Access Group designated to allow users access to **claiming, and claim status processes**.	Submit Claim Claim Status	Create Read Update
ADM01R	FFS2 Providers	Access Group designated to allow users access to **claiming, and claim status processes**.	Submit Claim Claim Status	Read
ADM02	FFS2 Providers	Access Group designated to allow users ability to **enroll clients, request eligibility data and request authorizations**.	Enroll Client Client Eligibility Authorize for Services	Create Read Update
ADM02R	FFS2 Providers	Access Group designated to allow users ability to **enroll clients, request eligibility data and request authorizations**.	Enroll Client Client Eligibility Authorize for Services	Read

Integrated System Access Roles

Role ID	Group	Description	Authorized Function	Database Access Rights
FNS01	DMH Financial Operations ONLY	Access Group designated to manage **DMH financial operations** within the Integrated System at an organizational level or clinic level	Maintain Provider Maintain Program Authorize Client Enrollment Claim Adjudication	Create Read
FNS01R	DMH Financial Operations ONLY	Access Group designated to manage **DMH financial operations** within the Integrated System at an organizational level or clinic level	Maintain Provider Maintain Program Authorize Client Enrollment Claim Adjudication	Read
PHM01	DMH Pharmacy Operations Only	Access Group designated to allow access to **the formulary pharmacy** applications within the Integrated System.	DMH Pharmacy	Create Read Update
PHM01R	DMH Pharmacy Operations Only	Access Group designated to allow access to **the formulary pharmacy** applications within the Integrated System	DMH Pharmacy	Read
PHM02	DMH Pharmacy Operations Only	Access Group designated to allow access to the **general pharmacy** applications within the Integrated System.	DMH Pharmacy	Create Read Update
PHM02R	DMH Pharmacy Operations Only	Access Group designated to allow access to **the general pharmacy** applications within the Integrated System.	DMH Pharmacy	Read
RPH01	Retail Pharmacy ONLY	Access Group designated to **Retail Pharmacy** application within the Integrated System.	Enables RX Claim Submission.	Read Write Submit
		REPORTS		
RPTPROV	DMH Directly-Operated; Legal Entity Contractors; FFS Staff FFS Providers FFS Inpatient	Grants permissions to run reports designated for Provider/Clinics. These reports will be grouped under a single folder named **Clinical Operations.**	Clinics as well as DMH staff that manages clinics.	Read
RPTDMH	Internal DMH	Access Group designated to run ALL reports (i.e. reports under both the **DMH Operations and Clinical Operations folders**).	DMH staff/management who manages County-Wide or Internal Audit Functions	Read
DC## (## defines the service area. e,g, DC01, DC02, DC03, etc.)	DMH District Chief	Access Group designated to allow access to run permitted reports for all providers in the **designated service area**	Service Area Reports	Read
DMHALL	DMH Executive	Access Group designated to allow access to reports for **all providers**	DMH Executive	Read

Integrated System Access Roles

Roles Recommendations:

- Role GEN01 - will automatically be assigned to all staff requesting access.

POSITION	RECOMMENDED ROLES
CLINICIANS	CLN02, CLN01R
DATA ENTRY staff with prescription ability (includes Clinicians doing their own billing)	CLN01, CLN02, RPTPROV

DATA ENTRY
    without prescription ability
    (business and financial)
	CLN02, RPTPROV

MANAGERS	CLN01, CLN02, RPTPROV
PHYSICIAN entering their own prescriptions	CLN01, CLN02
PSFW	CLN02
FFS 2 PROVIDERS	ADM01, ADM02, RPTPROV

Reports Role Recommendations:

- Role GEN01 - will automatically be assigned to all staff requesting access.

POSITION	RECOMMENDED ROLES
GENERAL USER (access restricted to user's profile in the IS)	RPTPROV
DMH STAFF/MANAGEMENT (access restricted to user's profile in the IS)	RPTDMH
DMH DISTRICT CHIEF/ADMINISTRATIVE STAFF (access to all providers in Service Area of responsibility and is independent of user's profile in the IS)	RPTDMH and DC## (## defines service area)
DMH EXECUTIVE (access is independent of user's profile in the IS)	RPTDMH and DMHALL

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